



JOB DESCRIPTION – MENTOR

Job Title	Mentor
Reports to	Field Officer
Job titles of persons supervised	N/A
Job Location	Elwak and Mandera Towns

1. INTRODUCTION

Generation for Change and Development International (GENCAD INTERNATIONAL) is a Development NGO working with pastoralists' communities in northern Kenya to overcome extreme poverty. GENCAD International was registered as an NGO in Kenya in 2010. The charity strives to empower the most vulnerable and needy to become agents of their development. GENCAD uses its limited resources strategically to either invigorate pre-existing development projects through lending new financial support and public interest or to start new projects in response to the needs of local communities. GENCAD has over 10 years humanitarian and development experience in the implementation of integrated programmes in education (scholarship, infrastructure development, resourcing of schools libraries and laboratories), livelihood development for women and youth, women and girls' empowerment, peace and cohesion activities, WASH, social protection and emergence response during disaster in Mandera County.

Find out more about GENCAD by visiting their [Website](#)

2. DUTIES AND RESPONSIBILITIES

- 2.1 Manage the Transforming Communities Project (KUZA JAMII), that will help participants start businesses to uplift their living standards and graduate out of poverty.
- 2.2 Provide mentoring to the agreed number of small business enterprises under the Transforming Communities Project (KUZA JAMII).
- 2.3 In a collaborative process with the community, relevant County and National Government agencies, Consortium members, target and identify eligible beneficiaries for the project, based on the consortium's beneficiary selection criteria.
- 2.4 Meet with established Business Groups (BGs) as required, help them make decisions about their business and provide mentorship and guidance as needed.
- 2.5 Conduct/deliver business and savings skills trainings including financial management to the businesses in the designated locations and surrounding manyattas.
- 2.6 Support the mentors to ensure participants succeed in production, trade, and value addition based on locally available resources.



- 2.7 Perform a minimum of agreed visits per week to the business groups and savings groups for which you are responsible.
- 2.8 Collect data and information for individuals, business group performance, participation of BG members in savings groups, savings group performance, participants living standards, participation in climate change adaptations, and other relevant information.
- 2.9 Upload quality data and information on groups performance using the GENCAD's Taroworks system (information management technology) as required.
- 2.10 Report on the businesses and savings groups' performances to the Field Officer.
- 2.11 Represent GENCAD in the designated location, including as a representative for the organization in local development committees.

3. QUALIFICATIONS AND EXPERIENCE

- 3.1 At least a Diploma in community development, social work or another related discipline.
- 3.2 At least two (2) years' experience in similar work; with proven experience in data collection
- 3.3 Possess excellent interpersonal skills; should be able to relate well to both the beneficiaries with whom we work, and the GENCAD's Field Officer.
- 3.4 Be self-driven, and able to work with minimal staff supervision.
- 3.5 Must be a native of the respective ward you are applying for with working knowledge of English, Swahili and the local language.
- 3.6 Have a **valid motorcycle license** and has experience on how to ride a motorcycle.

4. ACCEPTANCE/ APPROVAL

I hereby confirm that I have understood my role very clearly, and that my performance will continually be judged against those roles, as herein stipulated. I understand that it is my responsibility to read and comply with the organization policies and any revisions made to it including abiding by the values of the organization.

Signatures:

	Name	Signature	Date
Job Holder			
Supervisor			